



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

December 18, 2023

DIVISION MEMORANDUM
OSDS No. 193, s. 2023

**SCHEDULE ON THE GRANT AND RELEASE OF PAYMENT OF FY 2023
SERVICE RECOGNITION INCENTIVE (SRI)**

To: Assistant Schools Division Superintendent
SGOD Chief
CID Chief
Educational Program Supervisors
Cluster Heads
School Heads
Section Heads
School – Based & Division -based personnel
This Division

1. This has reference to the issued Administrative Order No. 12, DBM Budget Circular No. 2023- 002 dated December 13, 2023, and unnumbered Memorandum from the Office of DepEd Secretary dated December 15, 2023, titled “Authorizing the Grant of Service Recognition Incentive to Government Employees for Fiscal Year 2023” amounting to Eighteen Thousand Pesos Only (P 18,000.00).
2. Payment of SRI shall only within the allotment and allocation provided, with emphasis on the memorandum that the default mode of distribution of the SRIs **shall be in cash only**.
3. All are reminded that the release and payment of SRI is subject to tax over and above the P90,000.00 threshold for bonuses, fringe benefits, de minimis benefits, and other benefits.
4. Distribution of SRI shall be done at the Division office compound on December 21, 2023. Please see table below for the schedule.

Level	Time of Distribution
All non-IU Schools, TNHS and VFGMNHS SHS	2:00 P.M. – 8:00 P.M.



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

5. To claim, a valid DepEd or any government – issued
6. ID shall be presented. Pregnant, Senior Citizens and PWDs shall serve promptly with priority. **No proxy shall be allowed.**
7. SRI of IUs shall be released by their respective disbursing officers.
8. No valid DepEd or any government – issued ID presented, No Entry and No releasing of SRI.
9. Please see attached file for process flow of the distribution of SRI.
10. It is advised that only claimants, shall be in the area and shall strictly observe the proper health and safety protocols. Mask should be worn, and frequent handwashing is still advised.
11. Teachers and non – teaching personnel who shall be unavailable during the scheduled disbursement may claim on December 27, 2023, 8:00 a.m. – 5:00 p.m., at the Cash Section.
12. The medical team shall be present to assist on the medical needs of all claimants.
13. Grant of compensatory time credit to qualified personnel in the division office, who will compose the technical working group for the releasing of SRI is authorized and subject to pertinent Civil Service Laws.
14. For the information, compliance, and guidance of all concerned.

For and in the absence of,

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: None.
Reference:
Allotment: none
To be included in the perpetual Index under

REPORTS RECORDS



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

PROCESS FLOW OF SRI DISTRIBUTION

Step 1: Proceed to Waiting area located at the SDO Tacurong City Ground.

Step 2: Proceed to Payroll Lane located at the covered garage. Please fall in line in your assigned payroll clerk and secure a priority number. (Please BRING your I.D.)

Note 1: One lane is designated for non-IU JHS, one lane is designated for all SHS, and the payroll lane for elementary is based on alphabetical order.

Note 2: Same lane number for payroll and teller.

Payroll Lane No.	Teller No.	Name of employee or School level
1	1	Abellera, Alma – Camilon, Mary Jane F. (Elementary)
2	2	Camimo Raffy - Fernando, Arjie (Elementary)
3	3	Fernando, Christian Ray – Narcilla, Diomar C. (Elementary)
4	4	Narcilla, Margie C. – Roman, Rosenie C. (Elementary)
5	5	Romuar, Marnilli – Zerrudo, Jenny D. (Elementary)
6	6	All non- IU Junior High Schools
7	7	All Senior High Schools
8	8	Newly Hired (Date of appointment March 1, 2023 - November 30, 2023).

Step 3: Proceed with priority number to assigned Teller Lane to claim the cash located at SDO Tacurong City Conference Room. (Please bring your I.D.), NO I.D., No RELEASING OF SRI shall be observed.

Step 4: After claiming SRI, please exit from the Conference room and SDO Tacurong City ground to avoid crowding.



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong_city@deped.gov.ph
Website: depedtacurong.org